

Medical Office Practitioner

Diploma

(Code: EVMDP)

The Medical Office program prepares individuals for administrative service careers in the health care field. Instruction includes office, computer applications, and medical training.

General Education Credit Hours

BIO532 Human Body: Health & Disease	3
CSC118 Computer Systems & Applications	3
HSC129 Anatomy & Physiology for Health Sciences	5
or	
BIO168 Human Anatomy and Physiology I	(4)
and	
HSC113 Medical Terminology	(2)
(Must select 3 credit hours)	
ENG105 Composition I	3
ENG111 Technical Writing	3
ADM154 Business Communications	3
Total	14-15

Program Requirements

ADM112 Keyboarding	3
BCA134 Word Processing	3
CSC119 Computer Systems & Applications II	3
MAP111 Medical Office Management I	3
MAP118 Medical Office Management II	4
MAP141 Medical Insurance	3
BUS291 Employment Portfolio and Career Dev.	2
MAP510 Medical Office Pharmacology	1
Total	22
Total Required Hours	36-37